



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



May 11, 2015

GOM 2015-13

TO: Financial Aid Administrators
High School Counselors

FROM: Catalina G. Mistler 
Chief, Program Administration & Services Division

SUBJECT: **2015-16 High School Graduation Confirmation for Entitlement Cal Grant Offered Awardees**

This Operations Memo from the California Student Aid Commission (Commission) provides information on the high school graduation confirmation process for new Entitlement Cal Grant offered awardees.

New Entitlement Cal Grant offered awardees will be:

- Required to have their high school graduation confirmed prior to receiving a Cal Grant payment.
- Withdrawn from the program in the spring term if their high school graduation is not confirmed.
- Able to self-certify their high school graduation in WebGrants for Students beginning May 15, 2015.
- Notified regularly to verify their high school graduation status prior to withdrawing them from the program.

Confirming a high school graduation on WebGrants (WG)

High Schools

- High school counselors are encouraged to assist students in meeting the high school graduation confirmation requirement for new Entitlement Cal Grant offered awardees.
- High school staff may certify their graduates by using the "High School Graduation Verification" screen from the Grade Point Average (GPA) menu in WG. There are 3 different status options: "Graduated," "Not Graduated," or "Pending."
- Students who are still pending graduation have until December 31, 2015, to meet all high school graduation requirements and remain eligible for a 2015-16 Cal Grant award.
- Schools that report "Pending Graduation" must submit a new graduation status in WG once the student satisfies the requirement in order to release the hold.

Colleges

- May upload high school graduation confirmations by using the WG "File Upload" screen accessed from the Data Transfer menu. The file layout specifications are available in the WG Help menu. Individual student records can also be updated using the WG payment roster.

Opt Out Process

- Colleges can choose to "opt out" of the high school graduation confirmation process on the "College Cost Estimate" form for students attending their campus.
- Campuses assume the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated high school or achieved the equivalent as required by law.
- This option might be used by institutions that require high school graduation as part of their admission requirements.
- Individual students are not affected by a campus checking the "opt out" option.
- Although payment is allowed at the campus that is choosing to opt out, a student who transfers to another school that does not opt out is required to have their graduation status verified before disbursement at the new campus.

Commission Staff

- Can update high school graduation status with documentation such as copies of a diploma, transcripts, or a completed G-8 form.

Cal Grant Entitlement Students who do not confirm their high school graduation will:

- Not be eligible to receive Cal Grant payments.
- Be withdrawn from the Cal Grant program in the spring term.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

Working together to effectively promote education beyond high school!